

JOB DESCRIPTION
AmeriCorps Planning & Development Specialist

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| 1. Little Dixie C.A.A. | 2. Program: AmeriCorps |
| 3. Reports To: Assistant Director | 4. Title: AmeriCorps Planning & Development Specialist |
| 5. Grade: 6 (Step 3) | 6. Date: December 1, 2016 |
| 7. Approved By: Rebecca Reynolds <i>RR</i> | 8. Status: Non-Exempt |

JOB SUMMARY:

The AmeriCorps Planning and Development Specialist is responsible for planning and development of the AmeriCorps grant within Head Start/Early Head Start.

ON THE JOB SKILL REQUIREMENTS:

Must demonstrate ability to work effectively with people, possess excellent problem solving, planning, and organizational skills. Be patient, able to resolve conflicts, gentle, kind, creative, resourceful, detail and multi-task orientation with a strong desire to succeed and be able to cope well with stress.

ENVIRONMENTAL FACTORS/WORKING CONDITIONS:

Enclosed facility, classroom and office environment; floors may be vinyl tile or carpeted; may come into contact with childhood diseases and blood on occasion; occasional home visits are conducted in family homes.

DUTIES AND RESPONSIBILITIES:

1. Ensure compliance with all record keeping of the AmeriCorps Grant are met including E-Grants and OnCorps tracking systems.
2. Administer grant requirements of the AmeriCorps Program including filing reports, keeping member personnel files, and entering required data into reporting system.
3. Ensure completion of the necessary reporting requirements.
4. Recruit, interview, select and place members in service areas. Conduct orientation for members. Develop, coordinate, and supervise required AmeriCorps trainings.
5. Provide quality training/ monitoring to assist staff in meeting the needs of children and families.
6. Seek, review and participate in possible grant opportunities including small grant writing.
7. Maintain positive communication and coordinate effectively with other component specialists, management team and center staff.
8. Attend Governing Board, Policy Council and other community meetings as necessary.

9. Act as a community liaison between Head Start/Early Head Start and the public. Assist with Community Assessment, contribute to agency newsletter and assist in development of Resource Manual.
10. Assist Non-English speaking families.
11. Provide all information requested for program documentation in a timely manner.
12. Oversee assigned staff at designated centers. Complete Performance Reviews for assigned staff.
13. Assist other staff with projects as requested. Perform other duties as assigned and reasonably within scope of duties listed above.
14. Report to work at scheduled times and maintain good attendance. Perform all duties in a timely and professional manner. Participate with a positive attitude and behavior in all program activities.
15. Keep all assigned records accurate and current as appropriate. Keep all records and family information confidential.
16. Continue professional growth by participating in classes, training programs, workshops and conferences as the budget allows. Attend and participate in staff meetings, in-service training, parent meetings and any other trainings, meetings or workshops as deemed necessary by the HS/EHS Director or Executive Director.
17. Become knowledgeable and maintain an understanding and support the philosophies, theories and the mission of Early Head Start/Head Start and Little Dixie Community Action Agency, Inc.
18. The listed job functions, duties and responsibilities do not necessarily include all activities that the incumbent may perform. Nothing herein restricts management's right to assign or reassign duties and responsibilities to this job at any time.

SUPERVISORY RELATIONSHIP:

The AmeriCorps Planning & Development Specialist reports directly to the Assistant Director and supervises AmeriCorps Members when they are not being directly supervised by the classroom teachers.

EDUCATIONAL AND OTHER QUALIFICATIONS:

1. A bachelor's degree is preferred.
2. Must have reliable transportation, valid driver's license and automobile insurance.
3. Obtain required criminal record check clearance prior to hire and during employment as required. Must not have pending charges, entered a plea of guilty or nolo contendere, or been convicted of: any criminal activity involving violence against a person; child abuse or neglect; possession, sale or distribution of illegal drugs; sexual misconduct; or an act of gross irresponsibility or disregard for the safety of others or a pattern of criminal activity; or required to register pursuant to the Sex Offender Registration Act or any person required to register under the Mary Rippy Violent Crime Offenders Registration Act.
4. Must provide documentation of physical health examination; obtain an annual health exam, and TB screening.
5. Possess an understanding of the needs of low-income families and an appreciation for the role of the parents as primary educators of their children.
6. Must be computer literate and demonstrate knowledge in MS Office, including word processing and spreadsheet applications

7. Possess an understanding of the needs of low-income families and an appreciation for the role of the parents as primary educators of their children.

In lieu of education requirements, experience may be considered.

MENTAL AND PHYSICAL DEMANDS/ENVIRONMENTAL FACTORS:

1. Constantly must be able to sit/stand in a stationary position 50% of the time, stoop, bend; walk; talk; hear; use hands to grip, type; reach with hands and arms, occasionally required to stand or walk on uneven surfaces; climb stairs.
2. Frequently must be able to move about inside the office to access file cabinets, office machinery, etc.
3. Frequently must operate a computer and other office productivity machinery, such as a calculator, copy machine, and computer printer.
4. Frequently must communicate with staff and others who have inquiries about the program. Must be able to exchange accurate information in these situations.
5. Occasionally must move/carry items weighing up to 30 pounds.

I have read and understand the job description listed above. My questions have been answered. I am fully qualified for this position and can perform the duties as described. I understand that this is not an exhaustive list of all my duties and responsibilities. I understand that Management (and no other) reserves the right to revise this job description as deemed necessary.

Little Dixie Community Action Agency, Inc. is an Equal Opportunity provider and employer. The functions, qualifications, requirements, and physical demands listed in this job description represent the essential functions of the job, which the employee must be able to perform either with or without reasonable accommodation. As an equal opportunity provider and employer, LDCAA will make reasonable accommodations to enable individuals with disabilities to perform their job duties/functions. The listed job functions, duties and responsibilities do not necessarily include all activities that the employee may perform. Nothing herein restricts management's right to assign or reassign duties and responsibilities to this job at any time. This position is **Non-Exempt** from the provisions of the Fair Labor Standards Act and its amendments.

I certify that I understand and accept the responsibilities and duties of this position.

Employee Signature

Date

Employee Name (Printed)